



**Policy:** 4410  
**Procedure:** 4410.02  
**Chapter:** Education  
**Rule:** Education Program Fiscal Management

**Effective:** 7/30/08  
**Replaces:** 4410.02  
**Dated:** 10/10/1997

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Education Superintendent is responsible for education program fiscal management. Each facility Principal is responsible for his/her allocated budget.

**Rules:**

1. The **EDUCATION SUPERINTENDENT** shall develop annual budget proposals and requirements for the facility education program.
2. **EDUCATION PRINCIPALS** shall:
  - a. Routinely monitor facility education budgets;
  - b. Ensure purchases, travel requests, and inventories from the education programs are completed and submitted correctly; and
  - c. Submit specialized educational services contracts to the Education Superintendent for approval.
3. The **EDUCATION SUPERINTENDENT** shall approve/deny all education grant requests/proposals.

**Signature Date**

4/14/08

**Approved by Process Owner**

Dr. Patrick Jeske, Ph.D., Education Superintendent

**Effective Date**

7/30/08

**Approved by**

Michael D. Branham, Director